

## **LEARNING & ORGANIZATION DEVELOPMENT CONSULTANT**

### **DISTINGUISHING FEATURES**

The fundamental reason the Learning & OD Consultant exists is to provide training and organization development services to increase individual, team and organizational effectiveness. Responsibilities include delivery of citywide learning programs, facilitation of performance improvement interventions and management and leadership development. This classification is not supervisory and work is performed under the general supervision of the Learning & Organization Development Director.

### **ESSENTIAL FUNCTIONS**

Provides consulting services to departments in organization development and effectiveness theory, methods and execution.

Evaluates organizational needs, conducts research and recommends systems, processes and techniques to enhance performance.

Conducts learning needs assessments to identify divisional and organizational training opportunities.

Facilitates classroom training, as well as, alternative delivery methods for citywide learning programs.

Facilitates new employee orientation program.

Assists departments to continuously improve the effectiveness of the city's performance management process.

Administer vendor/partner relationships with other government agencies; training and organization development services providers.

Performs duties of a similar nature.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills & Abilities**

Knowledge and experience in:

- Adult learning principles
- Organization development theories and principles
- Classroom facilitation/platform skills
- Instructional design
- Budget management
- Research methodology and techniques
- Project management
- Personal computers and related software

Ability to:

- Perform analysis and present appropriate recommendations
- Develop and make presentations
- Build business partnerships with internal and external customers
- Communicate effectively, both orally and in writing
- Design and develop relevant adult learning experiences
- Manage comprehensive projects
- Use a personal computer and related software
- Operate a variety of standard office and audio/visual equipment, including a personal computer,

and other office equipment that requires continuous and repetitive eye and/or hand movement  
Maintain regular consistent attendance and punctuality.

**Education & Experience**

Any combination of education and experience equivalent to a Bachelor's Degree in Organizational Development, Education, Human Resources, Business, or related field and five years experience in training, organization development, human resources management, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Master's Degree preferable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified